

Training For Developing Digital Presences With Zoho Form For Office Automation And Office Governance

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Abstract

Teachers in facing the challenges of rapid technological advances are expected to always adapt to the times, which are required to always innovate and be creative to be able to create quality graduates. So that students have good provisions in facing the challenges ahead. Teachers who teach at Vocational High Schools majoring in office automation and governance include Office Technology subjects. The Office Technology subject contains practical material regarding the use of applications for office or administrative activities, which as the name suggests is currently the office administration department changed to the office automation and governance department. However, the applications used for learning related to the use of applications and the application of digital offices, especially the creation of digital presences to switch to paperless, are still very minimal or even non-existent. Learning office technology, which has been difficult for teachers to provide and provide skills to students related to applications that support the digitization of offices through office technology subjects. In the era of computerization, it affects administrative management in an organization, as well as a student majoring in office automation and governance must have competence in mastering digitalization and office automation skills.

Keywords: administration, digitization, presence, office technology

INTRODUCTION

Today office technology has an important role in the survival of organizations both government and private organizations. Technology, information and communication (ICT) literacy is an important factor (Latip, 2020) The benefits of technology for an organization, among others, to simplify and speed up administrative activities. Office technology can be optimally useful for organizations if it is managed in an orderly and orderly manner, but on the contrary if office technology is managed in an unorganized manner it will cause problems for an organization. Every organizational activity, whether it is a government or private organization, cannot be separated from the scope of administration because it is an inseparable unit. Organizations without administrative activities, the organization will not be able to achieve its vision and mission effectively. To realize administrative order, there are several aspects that must be handled seriously, namely the existence of an effective digitalization system of administrative activities, implementation of the established system in an efficient and effective manner, as well as a sharp and continuous evaluation of the implementation of the system itself. These three aspects can be implemented if they are supported by the necessary elements of human resources, budget and supporting facilities.

The development of information technology is so fast (Ansori, 2015) "Technology" is the study of skills that can realize something rational while "office" is a place where office work takes place. So, office technology is a science that is applied in office activities that is used to record, collect, manage, reproduce, send, and store data efficiently and effectively by using office machines. Separate. Many offices have now developed their office technology using modern office machines. The purpose of the use of office technology is the most efficient use of money, labor, materials, time and machines or work tools. Maintenance of speed and accuracy of work procedures. Increase production

(Firnanda, 2019) The office world is one system that requires facilities from technological developments to facilitate the work system. The development of the office is getting more advanced and leads to work efficiency. This development is shown by the discovery of office

machines that have electronic properties, these properties help instantly so that they don't use a lot of human labor. Multifunction, there are machines that can be used for various uses, for example, scanner machines can usually also be used as printers and used as copying machines. photocopying. The operation is easy and simple, because it uses electrical energy, the machine will be effectively easy to use. The capability and sophistication of the machine is getting higher, in accordance with the development of the country the machine must also have sophistication to be used in completing office work The way it works is automatic, there are machines that automatically can be used automatically without the use of human labor again. The progress and development of a nation is determined by the quality of education. Improving the quality of education is the responsibility of various parties. Teachers are at the forefront who play a role in improving the quality of education. (Wahyuningtyas & Shinta, 2017). Learning in Vocational High Schools (SMK) is a level of education where in the learning process students are not only given theoretical knowledge but also given basic competency skills. One of the productive subjects taught in the office automation and governance department is Office Technology.

The industrial revolution 4.0 was marked by the emergence of internet technology to help facilitate human activities. Internet technology has provided many conveniences for its users to make human work easier. The presence of the internet also makes it easier to manage human work. Armed with internet facilities, there are many online-based application developments. This is then used in organizations both commercial and social organizations. In the 2013 Revised Curriculum for the Department of Office Automation and Governance, there are Office Technology subjects. To provide knowledge, students majoring in office automation and governance are expected to have the competence to carry out administrative activities digitally.

Teachers in facing the challenges of rapid technological advances are expected to always adapt to the times, which are required to always innovate and be creative to be able to create quality graduates. So that students have good provisions in facing the challenges ahead. Teachers who teach at Vocational High Schools majoring in office automation and governance include Office Technology subjects. The Office Technology subject contains practical material regarding the use of applications for office or administrative activities. However, the applications used for learning related to the use of applications and the application of digital offices, especially the creation of digital presences to switch to paperless, are still very minimal or even non-existent.

Learning office technology, which has been difficult for teachers to provide and provide skills to students related to applications that support the digitization of offices through office technology subjects. In the era of computerization, it affects administrative management in an organization, as well as a student majoring in office automation and governance must have competence in mastering digitalization and office automation skills. Vocational high schools which in fact prepare workers who are prepared to have skills in accordance with the business world and the industrial world are expected to be able and have competencies that are adapted to the world of work. To equip students, the first thing that needs to be improved is the competence of teachers in mastering technology and applications which will later be given to students, so that students have competencies in accordance with the areas of expertise in office automation and governance. In the department of office automation and governance, the subjects taught in office technology are still having problems finding applications for digitizing office activities, so that students' competence in mastering office technology is limited to using Microsoft office applications and e-mail applications, which according to the service staff, these applications can be done. by students before entering SMK. Teachers need to be equipped with additional competencies such as managing zoho forms. so that students have competencies in accordance with the areas of expertise in office automation and governance. In the department of office automation and governance, the subjects taught in office technology are still having problems finding applications for digitizing office activities, so that students' competence in mastering office technology is limited to using Microsoft office applications and e-mail applications, which according to the service staff, these applications can be done. by students before entering SMK. Teachers need to be equipped with additional competencies such as managing zoho forms. so that students have competencies in accordance with the areas of expertise in office automation and governance. In the department

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METHOD

Several approach methods are used to resolve priority issues in providing knowledge and shaping the skills of MGMP OTKP teachers in Semarang City. The method can be described as follows:

- a) Identify the extent of teacher knowledge related to the use of digital attendance applications
- b) To socialize the importance of utilizing digital presence applications
- c) Digital attendance training or zoho form for teaching and learning activities and can be used as subject matter
- d) Mentoring and observing the practice of digital attendance with the zoho form
- e) Giving feedback

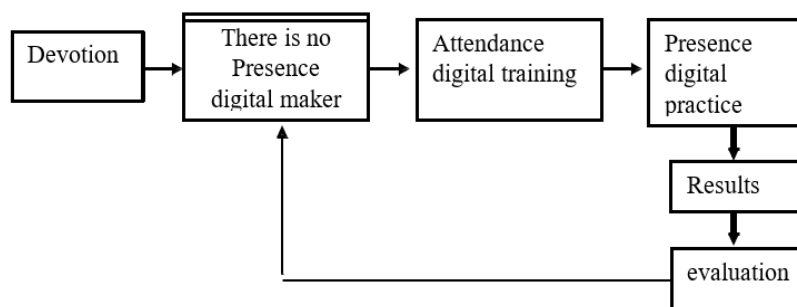


Figure 1. Stages of digital presence training

RESULT

Technological developments are increasingly rapid as the times progress, especially in the era of an increasingly widespread pandemic, administrative joints have begun to shift to systems that can bridge current administrative activities. Activities in organizations shift from an offline model to an online method. For example, meetings, workshops, seminars, and training activities are carried out online. To continue to be able to carry out the process of monitoring and controlling discipline, it is necessary to back up attendance data from each activity participant. Zoho form is here to solve problems related to attendance. The Zoho form offers collecting attendance data from activity participants while still including the signature of the activity participants.

The service activity begins with an initial visit to identify the needs of teachers in carrying out teaching and learning activities. The details of community service activities that have been carried out are as follows:

1. Initial observation

The initial observation activities at the MGMP majoring in OTKP Semarang were carried out with an initial survey, through interviews with the head of the MGMP. Then from the results of observations and interviews conducted by the service team, several problems were identified. The results of the interviews showed that teachers did not understand the existence of a means of making digital presences by using the zoho form.

2. Activity Formulation

After identifying the material that will be given to the teachers and adjusted to the needs, the community service team coordinates to formulate the service activities. It was agreed that the service team would carry out service activities by providing a simulation of making attendance with the zoho form

3. Preparation of Administrative Terms

After compiling the concept of the activity, the community service team prepared administrative requirements in the form of confirmation of willingness by conducting a direct meeting accompanied by a letter of application for permission to the Semarang City MGMP. In addition, the service team also prepared invitation letters for participants, funding, equipment and event documentation.

4. Final Coordination

Coordination by telephone with the MGMP which consists of teachers is carried out a week before the implementation of the activity. The content of the communication is the final coordination to ensure every detail of the activity and ensure the availability of the activity venue.

5. Implementation

This training activity was carried out by the community service team from Semarang State University quite successfully. It is evident from the number of participants who attended community service activities. During the training activities the teachers were very responsive and actively participated in the activities. Participants earnestly and attentively pay attention to the material presented by the presenter.

DISCUSSION

Process service activities begin with the provision of material then continue with practice and evaluation of service activities. The series of service activities can be described in the flowchart (figure 2).

There are many factors that influence the successful implementation of this service program. The factors that influence the success of this service activity include the following:

1. Supporting factors

- a. There is support from the Semarang City MGMP Team for permission to carry out activities
- b. The enthusiasm of the service participants consisting of teachers who are very enthusiastic about participating in service activities.

2. Obstacle factor

Network problems make service activities less effective, because they are carried out through zoom media, the service team finds it difficult to provide direct assistance.

CONCLUSIONS AND SUGGESTIONS

This service program has been well organized and runs smoothly in accordance with the activity plans that have been prepared. Teachers who are members of the Semarang City Office Administration Automation MGMP can create digital attendance applications with Zoho Form.

There is an increase in the knowledge and skills of the teachers, so that later the material that has been obtained can be a provision for teachers to provide training or teach it to students in their respective schools and it is necessary to follow up on the offer of cooperation between the Department of Economics Education and the MGMP Automation Administration. Manage Semarang City Offices.

ACKNOWLEDGMENTS

The service team would like to thank Lembaga Penelitian dan Pengabdian Masyarakat, Universitas Negeri Semarang and Musyawarah Guru Mata Pelajaran in Semarang City.

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APPENDIX

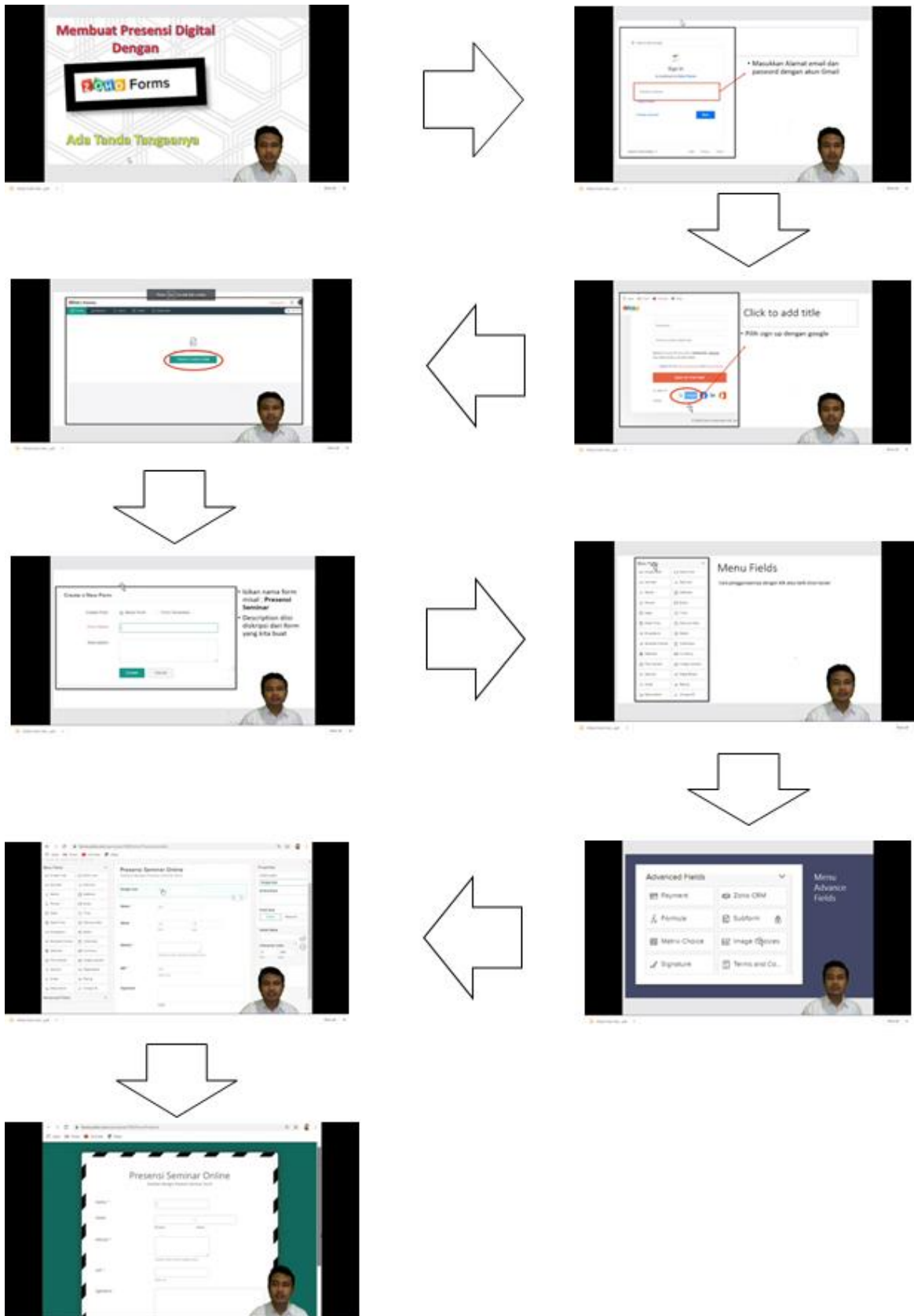


Figure 2. Steps to Make a Presence Via Zoho Form